

Job Opportunity

Date: June 9, 2014

Position Title/Rate: Bailiff-\$11.55/hr

Department/Division: **Judge James Blomo – Civil Court Calendar**

Location: East Court Building
101 W. Jefferson, Suite 411
Phoenix, AZ 85003

Job Requirements: Bailiff minimum qualifications include a High School Diploma or GED

Comments: Judge Blomo seeks a full-time Bailiff to begin **June 23, 2014**. This recruitment is on-going until the position is filled. All interested applicants should mail, e-mail or fax their résumé immediately to:

**Honorable Judge Blomo
c/o Iris Ramirez
101 West Jefferson Street, 411
Phoenix, AZ 85003
E-mail: ramirezi003@superiorcourt.maricopa.gov
Fax: 602-372-8938
Please include cover sheet:
Attn: Iris Ramirez**

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court division.

PRIMARY DUTIES OF THE POSITION:

Orders or prepares files and daily calendar for the Court; schedules hearings; prepares courtroom for trial; manages courtroom during proceedings; assists visitors, jurors and pro pers with explanations, directions, and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.